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ABSTRACT

One public library's policy for the selection of adult and children's library materials is described. The library's collection interests are outlined and guidelines are given covering selection personnel, selection criteria, and selection sources for print and non-print materials. Problems involved in collection maintenance and the evaluation of library gifts are examined. A listing of other Inglewood Public Library publications is included. (NH)

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LIBRARY MATERIALS SELECTION POLICY

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INGLEWOOD PUBLIC LIBRARY
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1975

IR 002 920

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INTRODUCTION

This library materials selection policy manual has been developed at this time basically to formalize existing policies, consistent with the Library's intent to develop policy and procedural manuals for all functions of the Library. From the Library's goals study we formulated this objective: "The Inglewood Public Library, as a civic institution, will provide citizens — young and old — with free library service which they will find useful and valuable for their own purposes."[1] As to the government of the Library, we have "The Library, as a department of the City, operates within the framework established by the City Council and in accordance with policies established by the City Administration."[2]

The Library recognizes that people use library materials for recreation, information, education, inspiration, and creative development, and may reasonably expect the public library to meet all these needs. Not one of these motives is the exclusive concern of the library. We realize that reading, seeing, and hearing purposes are individual.

Library services and materials selection policies are designed to meet the needs of library users of all ages having a wide variety of interests, reading abilities, habits, and backgrounds. Materials are selected that will aid the individual in his pursuit of education, information, research, and recreation, and in the creative use of leisure time. The collection of the library is inclusive and contains materials that contribute to the purposes of the library. These materials may take the form of books, pamphlets, maps, serial publications, microforms, films, sound recordings, pictures, art reproductions, etc.

The organization of service and the selection of library materials are based on these factors:

1) The public, which wants library service.

2) The individual merit and usefulness of books and other library materials.

3) The library: its existing collection, budget, services, programs, and plans.

4) Other community resources for education, research, and recreation.

5) Reciprocal agreements with other library jurisdictions.

6) Interlibrary loan resources.

7) Professional experience.

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[1] Inglewood Public Library. Library Objectives, Goals, and Activities, 1973. p. 12.

[2] Ibid

The Inglewood Public Library subscribes to the principles of library materials selection as contained in the American Library Association Bill of Rights (See page 26).

The ultimate responsibility for Library administrative activity, including the selection of library materials, rests with the Library Director, who operates as the head of a City department within the framework of that section of the Inglewood Municipal Code which legally defines the relationships, duties, and functions of the Library Board, City Administrative Officer, and Library Director.

The services, programs, and resources of the Library are based on present needs of the community according to available information. As these services, programs, and resources should reflect the changing requirements of the community, the Library will endeavor to anticipate new and different requirements. All Library policies are, therefore, subject to continuous review as conditions demand.

THE LIBRARY'S MULTI-MEDIA COLLECTION

An ongoing materials selection policy is based to some extent on the nature of a library's existing collection. Therefore, the Inglewood Public Library's various collections are described below. These include book collections, information materials, serial publications, and audio-visual materials.

BOOK COLLECTIONS

MAJOR COLLECTIONS (all libraries)

Adult fiction collection. This collection, arranged by author, also contains the following separate sub-collections, arranged by sub-collection on the shelf: mystery, western, science fiction, short story, and romance.

Adult subject collection. This collection (also referred to as non-fiction) is arranged according to the Library of Congress (L.C.) classification system.

Reference collection. This non-circulating collection is arranged by L.C.

Adult paperback book collection. This uncataloged collection of mass media paperbacks is divided into subjects and fiction, with additional fiction subclassifications of mystery, western, science fiction, and romance.

Young adult collection. This uncataloged collection consists of paperback books, both fiction and subjects, which would be of interest to young adults.

Children's book collection. This collection consists of the following separate collections, arranged by collection on the shelf:

1) Fiction collection arranged by author.

2) Subject collection classified by modified L.C.[1]

3) Picture books, easy fiction arranged by author.

4) Easy books, arranged by modified L.C. for subject materials or by Easy 1, 2, and 3 for graded readers.

5) Reference collection, arranged by modified L.C.

6) Paperback collection, uncataloged.

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[1] Inglewood Public Library. Library of Congress Classification Adapted for Children's Books, 2d ed., 1972.

SPECIAL CIRCULATING COLLECTIONS

Books on contract. This is a collection of current and popular titles, fiction and subjects. Titles are selected monthly and available in the new book section at each library. Main library titles on contract are cataloged; those at branch libraries are not.

Children's Newbery-Caldecott collection. A full set of these award-winning books is separately shelved in each library, in addition to copies in the general collection.

Children's service collection. Materials including books, pamphlets, and magazines, for parents, teachers, librarians, and adults working with children, are available in this open shelf collection in the children's area.

Children's special reading collection. This separately shelved collection in all libraries contains fiction and subject materials of high interest and low reading level for the reluctant reader.

Foreign language collection. This collection is cataloged and arranged in the same general manner as adult subjects and fiction except that it is divided by language and shelved as a separate collection. The major portion of the collection consists of books in Spanish. The Children's Library also has a foreign language collection separate from the general collection.

Large print collection. This collection of books in large print is cataloged and arranged in the same general manner as adult subjects and fiction except that it is shelved as a separate collection. Books in large print are rotated to branch libraries. The Children's Library also has a collection of books in large print.

Library service collection. Access to materials in this cataloged collection, consisting of books, pamphlets, and periodicals dealing with library service, and located in the library service collection room on the third floor, is available on request.

Nineteenth century collection. This main library cataloged collection contains selected books printed in the nineteenth century that reflect American social life and technology of the time. The Children's Library has a similar collection

Oversize books. Oversize books are separately shelved at the beginning of the subject area on each level in the main library.

NON-CIRCULATING BOOKS

These are editions of some works, most of which are published serially, which previously had been part of the reference collection. They have in most instances been placed on the open shelves at the main library as non-circulating books.

DEPOSITORY COLLECTION

This is basically a storage collection of books that are important but infrequently used. All materials are fully cataloged. The collection also contains books likely to be stolen or mutilated. Multiple copies of a once useful or popular title are incorporated in this collection and are used principally for replacement copies. The Children's Library also maintains a depository collection, principally for replacement of worn-out copies.

EXTENSION COLLECTION

The extension collection consists of fiction titles (duplicates of main library titles) which are rotated between branch libraries to augment branch library collections.

EXTRAMURAL COLLECTION

The Library maintains collections of materials for use in facilities other than libraries, such as convalescent and general hospitals, City recreation buildings, fire stations, etc.

UNCATALOGED DUPLICATE COLLECTION

This is a collection of books received as gifts to the Library. They are uncataloged duplicates of copies already in the collection and are retained as replacements for lost, damaged, or worn-out books.

INFORMATION MATERIALS

Information materials are classified and arranged in separate collections in the reference and information service area.

Annual reports. This collection consists of annual reports of California State agencies, Federal agencies, and private firms.

California cities and counties. This collection, principally pamphlets, contains material other than travel information.

City Council. This collection consists of Inglewood City Council agendas and minutes.

College catalogs. These catalogs are arranged alphabetically by state.

Information file materials. These are principally pamphlets, arranged by L.C. subject headings and housed in shelf files. Subject headings for this collection are indicated in the public catalog. The Children's Library also has an information file.

Occupations. This file is arranged by general job categories and subdivided by specific jobs.

Telephone directories. These directories are arranged by state and alphabetically by city within a state. Foreign directories are arranged by country.

Travel information. This collection contains materials primarily of interest to the traveler, such as road and city maps and travel brochures.

SERIAL PUBLICATIONS

Serial publications are published in parts and include magazines, newspapers, reports, bulletins, etc.

MAGAZINES

This collection is divided into current issues (latest issue only) and back issues. The back issues collection consists of individual issues in boxes, containers, and bound volumes. Back issues of some magazines are also available on microfilm which is used with a reader-printer. The Children's Library also has a magazine collection.

NEWSPAPERS

This collection is divided into current issues in the public area and back issues on closed shelf. Back issues of some newspapers are also available on microfilm.

OTHER SERIAL FORMS

These consist of circulating books such as yearly publications of travel guides, short stories, plays of the year, etc. Reference books such as indexes, yearbooks, and investor services are included. Selected indexes and yearbooks are also available in the children's reference collection.

AUDIO-VISUAL MATERIALS

Even though audio-visual resources and services are centered in the audio-visual area of the main library, some of its resources are located in other library divisions and branch libraries. The Children's Library, for example, has sound recordings, art reproductions, and multi-media kits.

FILMS

Films are closed shelf materials and must be requested by the borrower.

16mm films. This collection is arranged alphabetically by title. An annotated book catalog is provided. The Library belongs to two film circuits. The circuit collection is divided into monthly packets arranged alphabetically by title.

8mm and Super 8 films. This collection is arranged alphabetically by title. A printed film catalog is arranged by subject area. The Library also has Super 8 film loops in cassette form.

Filmstrips. This collection is classified by modified L.C.

Slides. This collection is arranged by L.C. classification.

SOUND RECORDINGS

Phonograph records. This collection is classified by L.C. classification. There are also Jazz and Popular record collections arranged by artist, as well as a non-circulating listening collection of current, best-selling recordings at the main library. Records are also available in the children's area and in branch libraries. Children's records are classified by modified L.C. for sound recordings.[1]

Cassettes. This collection is classified and arranged in the same manner as the phonograph record collection. Access to the collection (which is in closed cases) is by request. Cassettes are also available in the Children's Library.

8-track tape cartridges. This collection is classified and arranged in the same manner as cassettes.

Reel-to-reel tapes. This collection is classified and arranged in the same manner as the phonograph record collection.

PICTURES

Picture file. Pictures in this file are arranged by subject headings and housed in shelf files.

Art reproductions. Mounted art reproductions are arranged alphabetically by artist and housed in shelf files. Canvas backed art reproductions are available in the Children's Library. Framed art reproductions are available in the audio-visual area.

MULTI-MEDIA KITS

Book-Cassette. This collection of children's books combined with cassettes is arranged by modified L.C.

Book-Phonograph record. This collection of children's books combined with phonograph records is arranged by modified L.C.

Book-Slide. This adult collection is classified by L.C. classification system.

Filmstrip-Cassette. This collection of children's filmstrips combined with cassettes is arranged by modified L.C.

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[1] Inglewood Public Library. Library of Congress Classification Adapted for Children's Sound Recordings, 1973.

Filmstrip-Phonograph record. This collection of children's filmstrips combined with phonograph records is arranged by modified L.C.

MATERIALS FOR THE BLIND

Braille books. This collection is arranged by Braille Book number.

Talking books. This collection of sound recordings is arranged by Talking Book number.

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LIBRARY SELECTION PRACTICES

In order to clarify the next two sections on adult and children's materials selection, some remarks concerning the Library's practices would be helpful. As with most other public libraries, the Inglewood Public Library's basic materials selection is based for the most part on reviews, patron requests, staff recommendations, subject bibliographies, and previews of pre-publication materials. This section deals with other selection methods that many other public libraries may not employ.

BOOKS

New book stores and warehouses. Specialized book dealers form an excellent selection source, as they provide not only an immediately available collection of standard and new works on a subject but often employ knowledgeable sales personnel. Specialized book dealers include a variety of technical book stores, foreign language book stores, and music stores for scores. Most materials in specialized book stores are short discount items, with discounts equal to or better than those from a library jobber.

Mass media paperbacks are often selected at a dealer's warehouse because of the advantage of a large stock from which to select. Materials selected are usually for young adult and children's collections.

Used book stores. Selection from used book stores is an excellent method for acquiring a variety of materials. It presupposes, however, that librarians selecting materials are (1) well versed in the content of the Library's collections, (2) aware of subjects that are in demand by the public, and (3) knowlegeable concerning book pricing. It is also important to select only those shops that offer a variety of materials in good condition at reasonable prices.

First copies, both in-print and out-of-print, are selected to fill subject lacks. Additional copies of popular titles, usually at excellent prices, are always sought. Very expensive books that were not selected originally can be reconsidered if the price is attractive. This can also apply to duplicate copies. Many used book stores have remainders at excellent prices. Children's books are generally not selected because they may be in poor condition, be out-of-date, or have trade bindings without jackets. However, adult book selectors are aware of Children's Division's needs and select materials subject to approval. Used mass media paperbacks in good condition are a bargain source of popular titles including westerns, science fiction, mysteries, and romances.

Dealers' visits. Used book dealers and book scouts often bring books to the Library for selection there. Arrangements are usually made in advance, at which time the dealer is made aware of subject areas that would be most acceptable. Dealers sometimes advise the Library when a private collection is purchased, thereby offering the Library first choice of selection.

SOUND RECORDINGS

Record stores and warehouses. As with books, sound recordings are selected at specialty stores. It is possible to find sound recordings stores that carry largely instructional and self-improvement, foreign language, ethnic, rare classical, or rock recordings. The advantages lie in locating recordings which might not appear on printed lists and in knowing immediately how much of the order can be filled. Certain jobbers have warehouses that are not open to the general public. They often specialize in distributors' closeouts, offering sound recordings at a greater than normal discount.

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ADULT MATERIALS SELECTION

The Library will attempt to provide as comprehensive a multi-media collection of general and specialized materials as possible, within budgetary limitations, to meet the needs of the community. It should be emphasized that "Provision of materials means more than occasional availability. It means a sufficient supply to make the library a dependable source for most people most of the time."[1]

FACTORS IN SELECTION

Selection personnel

Materials are selected by Library staff members who are experienced in various subject areas and media. Requests from the public as well as from staff members are welcomed and given consideration. Library users as well as staff members who are subject specialists may be consulted for filling-in selected subject areas.

The Adult Book Coordinator is responsible for the overall selection of adult books. Book selection sessions are held by the Adult Book Coordinator and branch library staff members who are responsible for the selection of material to insure overall coverage.

The Library maintains a large collection of books in Spanish, selected by a Spanish-speaking staff member to meet the requirements of the City's large Spanish-speaking community.

The Library maintains smaller collections of materials in other foreign languages — French, German, Italian, etc. — in which interest has been expressed. Selection is usually made by Library staff members knowledgeable in the language.

Selection criteria — general

Materials are selected so as to continue to maintain a balanced viewpoint on all subjects in the Library's various collections.

Materials may be selected because of their popularity and the interest which they have aroused, despite the fact that they may not meet standards of literary quality.

A revival of interest in a topic (movie, play, celebrity, etc.) or current event with historical background may serve as a basis for selecting an older work.

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[1] American Library Association. Minimum Standards for Public Library Systems, 1967. p. 9.

The Library's "hidden publics," that is, small groups (organized or non-organized) with special interests, are considered in selecting materials.

Selection is made with the understanding that materials published or produced today reflect a more realistic and sophisticated way of life than existed just a few years ago.

Subject areas are surveyed periodically and attempts made to fill subject lacks. The number of items in subject areas of the various collections may influence decisions on adding materials in those areas.

Materials concerning ethnic groups, particularly those which reflect minority contributions in various fields, are especially considered for selection.

Materials concerning the West and the local community are especially considered for addition to the collection.

Branch library titles will be duplicated at the main library.

The number of requests (reserves) for a popular title is a factor in adding duplicate copies to the collection.

After library materials have been identified as missing, their replacement is considered. This may include replacement with the same item, a later edition, or another item on the same subject. A "want list" of selected out-of-print items is sent to vendors of out-of-print materials.

Selection criteria – print materials

Materials that are indexed (books, magazines, newspapers, etc.) are given special consideration, as their usefulness is increased through the use of indexes.

A comprehensive work on a single subject is always considered. Although textbooks often fall in this category, no attempt is made to acquire textbooks in sufficient quantity to satisfy the curriculum-oriented demands of local schools.

An attempt is made to acquire all of the titles (current and out-of-print) by popular fiction authors.

An important out-of-print item in poor condition is not overlooked as it can be re-bound if the paper is good.

Magazines and newspapers are selected to reflect the needs and wants of the community as interpreted by the reference, children's, and branch librarians. Types of materials include scholarly, ethnic, recreational, and foreign language.

Only general works on genealogy are selected. Borrowers may be referred to specialized genealogical collections of other libraries.

A basic collection of legal materials, with emphasis on primary source material from Federal and California jurisdictions, will be maintained.

Quality paperbacks are selected employing the same criteria as with other books and are cataloged and incorporated in the regular collections.

An attempt is made to acquire telephone directories for the State of California, major cities in the United States, and selected foreign cities; patron use of this collection is heavy and for varied purposes.

Criteria for the selection of young adult materials include popularity of a subject or title, availability of titles in mass media paperback, and curriculum-related and supplementary reading.

Selection criteria – non-print materials

Criteria for the selection of sound recordings include quality of reproduction, artists' and composers' past performances, popularity, and community interst.

Criteria for the selection of multi-media kits include complementary nature of the items in the kits, subject matter, community interest, and feasibility of packaging/processing for circulation.

Criteria for the selection of films include technical quality, visual literacy, filmmaker's intent, applicability of medium for its message, community interest, audience reponse, interest retained upon repeated viewing, and cost. An additional criterion in the selection of sponsored films is the degree of emphasis on the commercial message.

Film reviews are used as a basis for requesting previews. All films are previewed and evaluated before purchase.

Film evaluation by audio-visual librarians at film preview sessions is an activity that aids in the selection of films.

In the selection of 8mm/Super 8 films, emphasis is placed on suitability for home entertainment, as a home-owned projector is most likely to be 8mm.

In the selection of filmstrips, emphasis is placed on pre-school educational and general instructional materials, as this material is designed primarily for instructional use.

Criteria for the selection of art reproductions include quality of reproduction, artist, cost, nature of subject represented, community interest, and requests.

Criteria for the selection of picture file materials include community interest, quality of reproduction, subject matter, and size.

Selection sources – general

Reviews, annotated listings, and requests are primary factors in selection. Selection of materials at the vendor's place of business is limited by the stock currently available.

Standard library lists of current materials in various fields (business, reference, science fiction, etc.) are used as a basis for selection.

Vendors, publishers' sales catalogs, publishers' representatives, and remainder dealers may be helpful in obtaining out-of-print materials, as well as materials to fill subject needs and fiction at reduced prices.

Selection sources – print materials

A books-on-contract plan is used for the main and branch libraries to supplement the permanent collection. Selection of monthly titles includes materials that are especially popular but have little lasting interest and would not warrant retaining all copies in the permanent collection.

Publishers' plans (Greenaway plans) allow the Library to obtain the complete or selected output of certain publishers, including those of large print materials. An advantage is that purchase of multiple copies can be considered through actual inspection of the books.

Through its membership in several book clubs, the Library receives the entire product of some publishers in areas such as mysteries, westerns, science fiction, etc.

Interlibrary loan requests are generally made in lieu of purchase of out-of-print or specialized materials that would be of limited circulation.

As the Library is a selective depository of Federal documents and California State publications, there is less need to purchase materials available through our depository status.

Mass media paperbacks are selected at vendors and are limited by the stock currently available.

Sources for information file materials are sought out and come from a variety of media – check lists, magazines and newspapers, brochures, radio and television, borrower and staff suggestions, etc.

Young adult materials are selected primarily from vendors, reviews, and bibliographies. Requests are also considered.

Library service collection materials are selected from reviews, plus requests from Library staff, library school students, and the general public.

Selection of foreign language books is made from publishers' lists, reviews, vendors, and requests. Interlibrary loans from the State Library are used to obtain materials in languages for which there is less demand.

Selection sources – non-print materials

Sound recordings are selected from reviews, requests, popularity listings, bibliographies, and dealers in remainders.

Subscription plans allow the Library to obtain the selected output of certain sound recordings manufacturers.

Art reproductions are selected from vendors' catalogs, art indexes, and samples, dependent on availability.

Books are sometimes purchased and their illustrations and plates removed and mounted for use as art reproductions and picture file materials.

Picture file materials are obtained from illustrated books and magazines, and ordered from vendors' catalogs.

The Library is a selective depository of talking books for the blind and Braille books which are selected from reviews and requests.

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CHILDREN'S MATERIALS SELECTION

Children's librarians will endeavor to provide as comprehensive a multi-media collection of general and specialized materials as possible, within budgetary limitations, to meet the needs of children (preschool through junior high) and adults working with children. As with adult materials, children's materials will be in "sufficient supply to make the library a dependable source..."

FACTORS IN SELECTION

Selection personnel

Children's materials are selected by Children's Division Librarians and Librarian Trainees trained in children's literature and experienced through working with children. The Head – Children's Division is responsible for the final selection.

Requests and suggestions by branch librarians are important in selection of branch library materials.

Expert assistance is given the Children's Division staff by the Head – Audio-visual Division, whose knowledge of resources, quality, product availability, etc., is vital.

Spanish language materials are selected by Children's Division staff with the assistance of a Spanish-speaking staff member. Other foreign language materials are selected by the Children's Division staff with the assistance of those knowledgeable in the language.

Library users who are knowledgeable in selected areas may be consulted for filling lacks in the collection.

Selection criteria – general

Children's interests are increasingly frank and sophisticated, realistically reflecting their world of today, and materials selection must in part reflect this realism.

Selection is based upon Children's librarians' interpretation of children's requests and interests. Consideration is also given to suggestions from parents, teachers, and those working with children, as well as to reviews in well known sources and annotated bibliographies.

Exceptional children (including the gifted, handicapped, etc.) are considered when selecting materials.

While the public library serves the school child as a community library, supplementing school libraries, the amount of school-oriented material added will fluctuate with expressed needs of children, school requests, and budgetary limitations.

Subject areas are periodically reviewed to insure adequate coverage and updating of material.

Materials concerning ethnic groups, particularly those which reflect minority contributions in various fields, are especially considered for selection.

A revival of interest in a topic (movie, play, celebrity, etc.) or current event with historical background may serve as a basis for purchasing or selecting older works.

Current interest in subject areas or in works of a particular author may call for increased buying (including duplication) in those areas or by that author.

Materials concerning California and the local community are given special consideration for inclusion in the collection.

With rare exceptions, branch library materials will be duplicated at the main library.

Selection criteria - print materials

The book collection will include representative material on all subjects covered in the subclasses of the Library of Congress Classification Adapted for Children's Books.[2]

The children's book collection at the main library is planned as a balanced and representative collection, containing much of the old and new and the standard works of children's literature.

While the branch library book collections contain many of the standard children's works, because of space limitations these collections must more closely reflect the current and changing interests of children.

Additions to branch library book collections are based in part on examination of publishers' plan copies, since the first copy remains in the main library collection.

A growing collection of children's books in Spanish is maintained to meet the needs of the City's large Spanish-speaking community. Although translations are purchased, attempts are made to contact publishers and dealers in materials originally published in Spanish.

Selection of materials in languages other than Spanish generally includes primers and counting books and translations of popular juvenile titles.

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[2]Inglewood Public Library. Library of Congress Classification Adapted for Children's Books, 2d ed. © 1972.

Materials of lesser literary quality may be selected because of their popularity and interest to children, but may be considered for replacement by materials of higher literary merit as such become available.

An attempt is made to acquire all of the titles of noted and/or popular authors and illustrators of children books.

Much duplication of popular subject and fiction titles is necessary because of demand.

Reference materials are selected to provide, as available, general coverage of the major headings of the Library of Congress Classification Adapted for Children's Books. Emphasis is given to encyclopedic works, indexes to children's literature and related areas, and readers' advisory guides. Some duplication of adult materials is necessary, due primarily to the fact that the children's reference area is on a different floor level from the adult reference area, as well as the fact that many adult reference books are extensively used by children.

Talking books for the blind are selected to appeal to those patrons requesting the service.

Children's service collection materials are selected to provide adult print materials of interest to those working with children. Materials are selected to include the history and criticism of children's literature, phonics, modern math and other skills, social problems, materials for those working with the exceptional child, etc.

Materials are selected for the Children's Division's nineteenth century collection to provide examples of books used by children of that period.

Depending on condition, out-of-print items are considered, especially for the Division's nineteenth century and children's service collections.

Paperbacks are primarily used to provide a greater number of copies of popular titles, to provide ephemeral and very recent materials, and to provide materials in subject areas in which few or no hardback titles exist. Current interests and patron requests are considered.

Magazines are selected primarily to provide recreational and informational materials of interest to young people. Emphasis is placed on selecting titles which are indexed.

Comic books are selected for their appeal to children, as a transition to other printed materials, and as an inducement to use the library. The Children's Division staff generally selects comic books approved by the Comics Code Authority, and exercises its discretion in the selection of those not covered by the Code.

Usefulness to children and cost are the main criteria for selection of information file materials. Information on topics not yet available in convential book form or on very specialized or local topics is often available in ephemeral form and is selected for the information file, as are materials to supplement the regular collection in areas of heavy demand.

Selection criteria – non-print materials

Criteria for selection of audio-visual materials follow those for adult materials of the same type, with the additional requisites that they be suitable for and of interest to the age group served.

Picture file materials of interest to children and those working with children are recommended by Children's Division or other interested staff for inclusion in the general picture file located in the adult area.

Selection sources – general

Reviews, annotated listings, and requests are primary sources. Children's Division staff may go to wholesale or retail vendors to obtain necessary materials, particularly for titles missed when first published and for the ephemeral. Selection of materials at the vendor's place of business is limited by the stock currently available.

Selection sources – print materials

Many new books are obtained through publishers' plans and the Junior Literary Guild Subscription Plan.

Vendors, publishers' sales catalogs, and publishers' representatives, particularly those dealing in remainders, may also be helpful in obtaining out-of-print materials, materials to fill subject needs, and fiction at reduced prices.

Selection of foreign language materials is made from publishers' lists, reviews, vendors, and requests. In the case of Spanish language materials, buying trips to local distributors are regularly made.

Buying trips formerly accounted for the majority of paperback titles held. Now, however, publishers' catalogs and paperback jobbers are increasingly being utilized.

Vendors in the area are sources for English language and Spanish language comic books.

Pertinent Federal and California State publications received on a depository basis by the Library may be directed to and become part of the children's collection.

Useful sources of free and/or inexpensive materials for the information file include various educators' guides to subject materials, newspaper and magazine articles, checklists, brochures, borrower and staff suggestions, etc.

For out-of-print or specially requested juvenile titles, the Library may request searches of the State Library union catalog to determine what libraries have the book. Interlibrary loans of juvenile books from the State Library are not available; however, the Inglewood Public Library may arrange for interlibrary loan of certain types of juvenile books from other libraries.

Juvenile large print materials are received through standing order plans and are selected from lists and flyers from other large print publishers or distributors.

Selection sources – non-print materials

Sources for the selection of non-print materials correspond with those for adult materials, with the exception that no standing order plans for children's materials are used.

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COLLECTION MAINTENANCE

Any policy concerning the selection of library materials should consider collection maintenance. Collection maintenance is usually defined as keeping shelves of library materials (books, sound recordings, etc.) in good order and removing items in bad condition. Collection maintenance as it is used here, however, includes the surveying of subject areas for works that are out-of-date or no longer applicable, checking titles that have been revised (for selecting a new edition or another work on the same subject), the process of negative selection (weeding), and the determination of missing materials.

FACTORS IN COLLECTION MAINTENANCE

The factors in collection maintenance noted below apply to both adult and children's materials in all media.

Collection maintenance — general

Slips noting library materials lost in circulation are routed to appropriate staff for consideration for replacement.

Occasionally the public may submit a book, sound recording, or other item that they consider unsuitable, which may be evaluated for possible withdrawal or other disposition.

All collections are periodically inventoried to determine missing materials. Replacement with the same title, a later edition, or another item on the same subject will be considered.

Collection maintenance — print materials

Replacement of materials is an ongoing part of selection, involving materials which are (1) outdated and to be replaced with new editions or more current titles; (2) no longer needed in existing quantities due to curriculum and interest changes; (3) heavily worn and in need of withdrawal, replacement, or updating; and (4) of questionable value to the collection because of the acquisition of better materials of the same type or on the same subject.

Reference librarians, under the direction of the Head — Adult Division, are responsible for reviewing the main library adult subject collection and recommending replacement or withdrawal of materials no longer suitable. The Adult Book Coordinator is responsible for reviewing the adult fiction collection.

Branch librarians are responsible for reviewing branch library adult books in their branch libraries. Maintaining branch library collections is especially important, as their materials are limited and must reflect immediate community needs.

The Head – Children's Division is responsible for reviewing children's collections in the main library and branches.

Materials may be surveyed by general area (cookbooks, psychology, mysteries, etc.) in order to determine materials that are no longer suitable (out-of-date, damaged, poor condition, etc.) for retention in the collection.

Materials in poor condition may be set aside by the Stack Supervisor, Circulation Division clerks or aides, or other staff for consideration for withdrawal, binding, or replacement. Replacement may include purchasing a new copy, transfer of a cataloged duplicate copy, or transfer of an uncataloged duplicate copy.

Books that are not currently circulating may be considered for storage or withdrawal. The Library employs a use index card for determining the number of times an item has circulated on a yearly basis. High use of a title or subject area may indicate a need for duplicates or more material on the same subject.

The selection of materials for rebinding should be carefully considered and should not be done automatically; rebinding is expensive, and since it provides more durability than a trade binding it should not be done for items which can be expected to have only a limited circulation value.

Magazines and newspapers are retained as single issues in branch libraries and the Children's Division. Bound magazines and microform are available in the main library. Single issues of the more ephemeral titles are retained until discarded. Certain magazines which are not suitable on microform are selected for binding. Other magazines and newspapers are purchased on microform principally as a space saving factor.

Collection maintenance – non-print materials

Audio-visual materials are inspected after each use. Damaged materials are repaired or withdrawn and consideration for replacement is made.

Sound recordings are evaluated periodically by means of use index cards. Materials that are not circulating sufficiently may be withdrawn or transferred. High use of a title or subject area may indicate a need for duplicates or more material on the same subject. For films a booking sheet is used to evaluate circulation.

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GIFT MATERIALS

The Library receives many gift materials (books, magazines, pamphlets, sound recordings, etc.) which are screened for suitability for inclusion in the collection. Because of the volume of materials received, discussion of their usefulness is warranted.

Gift books can be a means for augmenting the collection, as evidenced by the wide range of materials donated — best sellers, scholarly works, out-of-print materials, valuable and rare materials, general items that make excellent duplicates, etc. Donations of gifts are solicited. Materials which are brought to the Library will be accepted and evaluated. The Library Delivery Clerk will pick up materials if it can be determined they will be worthwhile.

The same general criteria as with the selection of purchased materials are used for gift materials. It is important to let the donor know that donated materials are not automatically added to the collection but will be evaluated for suitability. The indiscriminate addition of gifts would weaken the collection.

Library staff evaluating gift materials are the Adult Book Coordinator (for adult books), Children's Librarians (for children's materials), Serial Publications and Documents Librarian (for periodicals), Audio-visual Librarian (for sound recordings and other audio-visual materials), and Branch Librarians (for mass media paperbacks received in branch libraries).

A general policy is to place in the uncataloged duplicate collection gift materials of which the Library has a copy or copies; this is done if the item is not needed as a duplicate in the main library or branches.

Gift books of which the Library has sufficient duplicates are reviewed by the Community Services Librarian for inclusion in extramural collections.

Gift materials not considered suitable for various reasons are used for the Friends of the Library book sales. In some cases, very specialized, out-of-print, or rare materials may be given to a university library.

Adopted June 18, 1948,
Amended February 1, 1961, by the A.L.A. Council

Library Bill of Rights

THE Council of the American Library Association reaffirms its belief in the following basic policies which should govern the services of all libraries:

1. As a responsibility of library service, books and other reading matter selected should be chosen for values of interest, information and enlightenment of all the people of the community. In no case should any book be excluded because of the race or nationality or the political or religious views of the writer.

2. There should be the fullest practicable provision of material presenting all points of view concerning the problems and issues of our times, international, national, and local; and books or other reading matter of sound factual authority should not be proscribed or removed from library shelves because of partisan or doctrinal disapproval.

3. Censorship of books, urged or practiced by volunteer arbiters of morals or political opinion or by organizations that would establish a coercive concept of Americanism, must be challenged by libraries in maintenance of their responsibility to provide public information and enlightenment through the printed word.

4. Libraries should enlist the cooperation of allied groups in the fields of science, of education, and of book publishing in resisting all abridgment of the free access to ideas and full freedom of expression that are the tradition and heritage of Americans.

5. The rights of an individual to the use of a library should not be denied or abridged because of his race, religion, national origins or political views.

6. As an institution of education for democratic living, the library should welcome the use of its meeting rooms for socially useful and cultural activities and discussion of current public questions. Such meeting places should be available on equal terms to all groups in the community regardless of the beliefs and affiliations of their members.

By official action of the Council on February 3, 1951, the Library Bill of Rights shall be interpreted to apply to all materials and media of communication used or collected by libraries.

AMERICAN LIBRARY ASSOCIATION, 50 EAST HURON ST., CHICAGO, ILL. 60611

INGLEWOOD PUBLIC LIBRARY PUBLICATIONS

The following publications are available through the City Finance Department, 1 Manchester Boulevard, Inglewood, California 90301:

Ayuda Voluntaria en la Biblioteca, 1975. 34 pp. $4.00 (75-42239) (ISBN 0-913578-10-X)

Circulation Procedures, 2d ed., 1972. 75 pp. $3.00

Library Information Service, 1974. 23 pp. $3.00 (74-17181) (ISBN 0-913578-06-1)

Library Objectives, Goals, and Activities, 1973. 105 pp. $5.00 (73-22178) (ISBN 0-913578-05-3)

Library of Congress Classification Adapted for Children's Books, 2d ed., 1972. 100 pp. $3.50

Library of Congress Classification Adapted for Children's Sound Recordings, 1973. 22 pp. $2.25 (73-6704) (ISBN 0-913578-04-5)

Library Position Descriptions, 1970. 120 pp. $5.00 (79-279654)

Library Technical Processes Procedures, 2d. ed., 1972. 126 pp. $4.50 (72-13243) (ISBN 0-913578-03-7)

Servicio de Información en la Biblioteca, 1975. 25 pp. $3.00 (75-15966) (ISBN 0-913578-07-X)

Volunteer Assistance in the Library, 1975. 34 pp. $4.00 (75-19044) (ISBN 0-913578-08-8)